

ASSISTANT POLICE CHIEF

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Directs the activities of one of the major non-administrative divisions of the police department and assists the Police Chief in planning, directing and supervising the operations of the department.

DISTINGUISHING FEATURES OF WORK

This is highly responsible administrative and supervisory police work concerned with planning and directing the activities of one of the major divisions of the police department. Employees of this class are responsible directly to the Police Chief for the efficient operations of the division they command. Work is performed in accordance with established policies and procedures but this employee has considerable latitude in the exercise of individual initiative in the performance of his duties and fulfilling his responsibilities. Incumbents assist the Police Chief in planning and directing the activities of the police department, and in coordinating these efforts with those of other law enforcement agencies, including Federal, State, and other local agencies. This class ranks immediately below that of Police Chief and receives general supervision from the Chief. Work is reviewed by consultation and by observation of the results obtained. Supervision is exercised over subordinate officers of the division commanded. Employees of this class act as the Police Chief in his absence or incapacity.

EXAMPLES OF WORK

(Examples listed below are illustrative only and are not intended to be inclusive or exclusive.)

Acts as Police Chief in the Chief's absence.

Instructs subordinate officers as to methods, procedures, and policies.

Assigns tasks to subordinates and reviews their work.

Assists in planning and directing the comprehensive activities of the police department.

Takes personal charge of major cases where unusual or difficult problems of police operation and procedures become apparant.

Investigates various complaints, particularly those involving departmental personnel.

Cooperates with and aids other law enforcement agencies such as the FBI, State Police, parish authorities, and other municipal police departments.

Develops and effectuates plans for effective patrol of the city particularly in areas and periods of high crime incidence.

Maintains continuing procedures designated to provide departmental knowledge of traffic conditions at all times and for the alleviations of traffic congestion by the prompt dispatching of personnel to such areas.

Develops and maintains methods and procedures to provide for the receipt of information concerning violations of the law both before and after such violations occur.

Provides for the collection, filing, storing, and recording of all types of records and reports used by the police department, including traffic, criminal, personnel, financial, and budgetary.

Assists in the preparation of the departmental budget and operates within it.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Extensive knowledge of federal, state and local laws, ordinances, and court rulings which govern and affect police operations and practices.

Extensive knowledge of modern principles and practices of police administration and police operations.

Extensive knowledge of court procedures, admissability of evidence and the preparation of evidence for court use.

Good knowledge of the principles of management including functions concerned with personnel, public finance and budgeting and of administrative and supervisory practices and methods.

Extensive knowledge of the city including its geography, types of business activities and areas of high crime incidence.

Skill in dealing with problems concerning public relations and the ability to foster public confidence and interest in the work of the department.

Ability to understand and carry out oral and written instructions.

Ability and willingness to effectively speak before public groups and to write clear and comprehensive reports and letters.

Ability to direct and supervise the receipt and filling of records of all types used by police departments and direct the work of subordinates performing these tasks.

Ability to analyze complex police problems and to adopt quick, effective and reasonable courses of action.

Ability and willingness to develop and maintain courteous and effective relationships with other police and governmental agencies as well as with other departmental personnel.

QUALIFICATION REQUIREMENTS

Must be a regular and permanent employee in good standing in a class of Police Captain.

SH	11-03-72
Rev	09-04-86
	04-07-88
	01-05-95